



Town of Plaistow, NH
Trash & Recycling Advisory Committee (TRAC)
145 Main Street, Plaistow, NH 03865

TRAC MINUTES
March 11, 2021

The following statement was read into the record:

The Plaistow Trash & Recycling Advisory Committee, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, is authorized to meet electronically, and these reasons shall be reflected in the minutes.

The Plaistow TRAC is utilizing the Zoom program of the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during the meeting through the Zoom program, and the public has access to contemporaneously listen and, if necessary, participate in this meeting. There is no physical location to view this meeting. The link to access this meeting is provided on the Town's website.

There is a "raise your hand" feature of the program that will allow attendees to participate in the discussion. There is also a Q&A box for the public to type questions during the meeting. The Public can also send emails with questions or concerns prior to the meeting to dvoss@plaistow.com. Please note: all questions and concerns typed into the Q & A box or sent via email will be read aloud to become part of the public record.

Call to Order: The meeting was called to order at 7:03 PM

ROLL CALL: Isabel Gautreau, Chair
Robert Kinkaid, Vice Chair
Richard Anthony
Deborah Esparza-St. Louis
Kelley Fox
Maryann Little
Mary Anne LoCascio

★ *All members were present via remote access*

Also present: John DeRoche, *Selectmen*; Julian Kiszka, *Selectmen* (arrived approximately 7:55pm)

Agenda Item 2: Review/Approval March 4, 2021 Minutes

★ *I. Gautreau moved, second by M. LoCascio, to approve the minutes of the March 4, 2021 meeting as written. There was no discussion on the motion.*

Roll Call Vote: *I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.*

Agenda Item 3: Old Business

a. Other Town Survey Results

The Committee reviewed the results of the survey of information gathered from similar towns. D. Esparza-St. Louis noted that she would forward her information soon so it could be added to the spread sheet.

b. Waste Zero Information (Services and Costs)

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The Committee reviewed information provided by M. LoCascio regarding Waste Zero. It was noted that this business provides guidance to towns on how to better handle trash and one of their programs is a “pay as you go” system. Trash bags would be available for purchase at local business. Having to purchase the bags is designed to reduce the amount of trash being disposed. Having the bags available at local businesses increases their exposure. The program also encourages more creative ways to dispose of useful, but unwanted items such as donation, swaps and repurposing. There is also a program for food composting. The Town would benefit from a rebate for each bag purchased. M. LoCascio noted that a representative from Waste Zero would be willing to come and speak with the TRAC whether or not the Town joined their program. Percentage reductions of trash were reported in the 30% to as high as 80% ranges by changing the behaviors around trash disposal. It was noted that carts would be used for recycling.

There was discussion regarding purchasing carts versus leasing them. It was noted that the average life cycle of a cart is increased when it is leased. The vendors seem to handle the carts with more care when leased.

A time will be scheduled for a Waste Zero representative to come to a meeting. It was noted that an analysis of what could be done in Plaistow being done first would be more beneficial for a discussion. M. LoCascio will follow up and ask what is needed for an analysis of the Town. J. DeRoche has the 2020 collection numbers and will forward them to M. LoCascio. It was suggested that the Board of Selectmen (BOS) might be interested in a presentation as well. J. DeRoche will inform the BOS as part of this report to them.

It was offered that this might be something to look at for a long term collection program, but something needed to be recommended for the current expiring contract.

c. Northeast Resource Recovery Association (NRRA) (Services and Costs)

K. Fox reported on her finding with NRRA, noting they are more of a networking service and can put towns in contact with vendors for supplies, such as rain barrels, educational resources, marketing and technical assistance. Dues are \$0.07/per capita, so for Plaistow dues would be \$500-\$600. Their membership year runs April 1 – March 31 annually.

There was discussion about some of the services that are provided appear to be more geared towards towns with transfer stations than curbside service.

The TRAC had additional questions beyond the information K. Fox was able to provide. There was discussion as to whether or not membership would be beneficial to the Town without having a transfer station.

J. Kiszka arrived remotely at approximately 7:55 p.m.

There was discussion about having someone from NRRA speak with the BOS. It was decided that it would be better to get answers to questions raised at this meeting and have someone meet with TRAC before recommending that they meet with the BOS.

K. Fox will seek additional information based on questions from this meeting and report back to TRAC. (Action Item)

d. Vendor Survey

R. Kinkaid provided the Committee with a link to the Vimeo where vendors made presentations to the BOS. He also provided a copy of the purchase order for the carts already reserved by the Town.

There was discussion regarding the carts, whether the existing purchase order can be added to or amended for size, whether or not more will be needed, what size to use for trash collection and recycling.

There was also discussion regarding the frequency of recycling collection. It was noted that most communities have been using a bi-weekly collection calendar for recycling.

e. JRM Recycling Guidance Update

There was discussion about the JRM Recycling guide and updating it to be able to provide to residents.

M. LoCascio agreed to forward her copy of the current JRM recycling flyer so it could be provided to the Committee to comment for the next meeting. (Action item)

There was discussion regarding whether or not the recycling would also be an automated pick up. It was noted that would depend on the vendor, but whether or not the collection was automated, carts could still be used for recycling. It was noted that the current JRM contract allows two (2) 65-gallon containers for weekly trash, with unlimited every other week recycling, per household.

There was discussion about the size of the cart that should be designated for recycling. It was noted that they larger size for recycling, and a smaller cart for household trash, might encourage more recycling practices. It was discussion about the size of the carts and whether or not they would be difficult for some to store or bring to the curb.

There was discussion about whether or not it was possible to restructure the cart contract for additional carts, possibly of a different size, so that there could be carts for both household trash and recycling. J. DeRoche explained that delivery of the current carts that have been contracted for has been pushed out closer to the end of the year.

J. DeRoche suggested that the Committee needed to start putting together the items that they can agree on with reference to the current trash collection program and work in their recommendation to the BOS before getting off into other areas.

There was discussion regarding the priorities for the current collection situation.

★ R. Kinkaid moved, second by K. Fox to recommend the following to the Board of Selectmen:

- ***That there be bi-weekly curbside recycling collection, using the 96 gallon carts***
- ***That there be weekly household trash collection, using carts of a size to be determined***
- ***That there be a separate line for bulk pick up***
- ***That there be a separate line for household hazardous waste collection***

Discussion

There was discussion regarding how to handle those situations where someone wanted/needed a second cart for either trash or recycling. It was questioned how obtaining additional carts would be handled once the Town's supply was depleted. There was additional discussion as to whether or not the 96 gallon cart would be too large for some to handle. It was questioned if the size of the cart would impact the ability of automated pickup. It was noted that the grabber arm will pick up any size cart.

There was discussion regarding the best way to determine how to distribute additional carts to larger families and what that should be based on. It was noted that other communities looked at

the tax records and based it on the number of bedrooms. It was noted that there could be someone with a large number of bedrooms living alone, and there could be someone with a lesser number of bedrooms with multiply people in them. It was suggested that the vendor be consulted on how best to determine the need for additional carts.

J. DeRoche offered to speak with the Town Manager regarding the cart contract and whether or not it can be amended. (Action Item).

There was discussion on the number of carts that had already been ordered and how the number (3,150) was determined. It was noted that it was based on the number of residential properties, with a few extra.

There was discussion regarding surveying the residents to find out what their needs for carts might be, however there was concern that there wouldn't be enough time to get the feedback before making recommendations to the BOS.

There was discussion about outreach to the community to let them know what they would be getting for a cart and asking how many additional they would need. It was suggested that there be a default number and size of carts set, and those who did not respond would receive those number of carts. The default would be noted on any communication that is sent to a property owner. This would allow the Town to order additional barrels based on a more certain number. It was noted that advertising the process on the Town's website and social media site would help get more responses.

It was noted that if the carts were leased by residents directly from the vendor, then residents could pick the size they wanted and that fit their needs, and it would resolve the issue of how many the Town would need to purchase or to have on hand.

There was discussion regarding what to do when there are seasonal increases in trash, such as Christmas time. It was suggested that it could be recommend that the Request for Proposal (RFP) include free access to a transfer station for Plaistow residents.

There was discussion regarding what communities have transfer stations and might be willing to provide free or low cost access to Plaistow residents.

R. Anthony offered to check on where there a transfer stations within a reasonable distance of Plaistow. (Action Item)

There was discussion about having an information card distributed with the recycling carts that would advise residents of what can and cannot be recycled and what needed to be done to prevent contamination. It was noted that would need to be addressed with the vendor.

There was discussion about the complexity of the motion to recommend and it was suggested to be broken down.

R. Kinkaid withdrew the motion, K. Fox withdrew the second.

★ R. Kinkaid moved, second by R. Anthony, to recommend to the Board of Selectmen that there be every-other week, curbside recycling collection and that the Town purchase one (1) 96 gallon cart per household for this purpose.

There was no discussion on the motion.

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

★ R. Kinkaid moved, second by M. LoCascio, to recommend to the Board of Selectmen that there be weekly curbside trash collection, using the cart model, with the size of the cart to be determined by a mailer, with a default size (TBD) established for no response.

There was no discussion on the motion.

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

★ R. Kinkaid moved, second by I. Gautreau, to recommend to the Board of Selectmen that there be two (2) separate lines, one for bulk item pickup, and one for hazard collection.

Discussion:

There was discussion that it didn't necessarily have to be the same vendor for hazardous waste collection, or it could be a separate contract. It was also suggested that it could be left to the vendor to make their recommendations. It was decided that this recommendation did not need to be resolved at this meeting.

R. Kinkaid withdrew his motion, I. Gautreau withdrew the second.

★ R. Kinkaid moved, second by R. Anthony, to recommend to the Board of Selectmen to consider the existing cart contract for recycling, providing one cart per household by default.

There was no discussion on the motion.

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

★ R. Kinkaid moved, second by R. Anthony, to recommend to the Board of Selectmen that there be an addendum to the cart purchase order for household trash collection, size to be determined by a mailer to all residents, with 64 gallon being the default for non-responses.

There was no discussion on the motion.

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

Agenda Item 4: New Business

- a. Waste and Recycling Education**
- b. Web Site Ideas**

There was discussion regarding how best to get educational materials out to the residents. It was noted that the website could be used for helpful information, the Town's Facebook page could also be used as well as the cable.

M. Little agreed to look into information on composting site and information that could be posted for resident. (Action Item).

It was noted that nothing could be posted on behalf of the TRAC without the agreement of a majority of the Committee as decided at a regular meeting.

There was a discussion of the existing Facebook page that was used to gather information before the TRAC was reformed and how to continue and be in compliance with NHRSA 91-A.

★ R. Anthony moved, second by I Gautreau, to post the information about how to recycle Amazon packaging on the TRAC webpage and the Town's Facebook page.

There was no discussion on the motion.

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

R. Anthony will provide the information to D. Voss for posting.

Agenda Item 5: Action Items – Review and Update

The Committee reviewed the Action Item Tracking Spreadsheet. It was noted that when an item is completed it will be colored gray.

The following items were added to the Action Item list:

- a. K. Fox will obtain additional information on the NRRRA based on questions raised at this meeting
- b. D. Voss will collect information on which condos/apartments collection services are provided by the Town
- c. J. DeRoche will speak with the Town Manager regarding options that are available for the carts
- d. M. Little will get composting resource information
- e. M. LoCascio will forward recycling flyer information to D. Voss for distribution to the TRAC - Members to have revision comments ready for 04/09/2021 meeting
- f. R. Anthony will get information on local towns with transfer stations find out if they can be used by Plaistow Residents and whether or not there would be a cost involved.

There was no additional business before the committee and the meeting was adjourned at 9:15PM.

Respectfully Submitted,

Dee Voss
Administrative Assistant